



City of Sunnyvale Neighborhood Grant Program



Grant Guidelines & Eligibility Requirements

Thank you for your interest in the Neighborhood Grant Program. Applications for a Neighborhood Grant for FY 2006/07 are due by **5 p.m. Friday, November 3, 2006.**

Mission of the Neighborhood Grant Program

Grant funds are the City's investment in strengthening neighborhood groups, improving the quality of life in local communities, and encouraging neighborhood groups or associations to become increasingly self-reliant. The mission of the Neighborhood Grant Program is to:

- Build community engagement in Sunnyvale;
- Help residents develop a sense of pride and ownership in their neighborhoods; and
- Continue to develop collaborative partnerships between Sunnyvale's neighborhoods and City Hall.

For FY2006/07 City Council approved \$10,000 in total grant funding, with a maximum grant award of \$1,000.

Project Eligibility

To be eligible to be considered for a Neighborhood Grant, the following criteria must be met:

- Applicants must be representatives of a neighborhood group. Preference is given to neighborhood associations, mobile home associations, and neighborhood groups that are interested in becoming a neighborhood association and joining the city's Neighborhood Registry.
- Projects must be neighborhood focused, and initiated and supported by residents living in the neighborhood. Projects must benefit the neighborhood.
- Projects must focus on one or more of the following areas:
 - a. Increasing communication among neighbors
 - b. Building bridges between cultural groups (inc. ethnicity, age, socio-economic, etc.)
 - c. Improving the physical condition of the neighborhood, or
 - d. Enhancing neighborhood pride and identity.
- Applicants must submit a completed and signed Neighborhood Grant Application by the posted application deadline.

Criteria

Grant applications will be evaluated on the criteria listed below:

- Is the project realistic within the given timeframe?
- Does the project focus on one or more of the following areas:
 - Increasing communication among neighbors
 - Building bridges between different cultural groups
 - Improving the physical condition of the neighborhood
 - Enhancing neighborhood pride and identity

- Is the project well developed (clear project description, detailed project plan, adequate resources allocated, community need addressed)?
- Is the project an appropriate use of City funds?
- Will the project strengthen the neighborhood group and foster self-reliance?
- How many residents will benefit from the project?
- Will the completed project have any negative impact on residents, businesses, the City, or bordering neighborhoods?
- Is there adequate neighborhood support (resident participation, volunteer time, resources, etc.) for this project?

Application Process

To apply for a grant, complete the attached application and submit to the following address by **5 p.m. Friday, November 3, 2006:**

Attention: Nathan Truitt, Community Outreach Coordinator
Office of the City Manager
City of Sunnyvale
603 All America Way
Sunnyvale, CA 94088

FAX 408 730-7696

A committee of City staff members will read and review each application. Final funding decisions will be made by November 30, 2006. Each applicant will be notified of the result of the evaluation of their proposal.

This is reimbursable. Neighborhood groups must complete their projects by May 31, 2007.

A final report describing the project and use of funds is due to the City by June 15, 2007. An evaluation of the Neighborhood Grant Program will be forwarded to Council in FY 2007/08, following a full year of operations.

For more information, contact Nathan Truitt, Community Outreach Coordinator at 408-730-7472.



City of Sunnyvale Neighborhood Grant Program

Application
(Please print or type)

Office Use Only

Date Received: _____

Application

Completed: _____



Deadline for Applications: Friday, November 3, 2006

Applications may be submitted in person, by mail or by fax. Submit completed application (with all required signatures) to: Nathan Truitt, Community Outreach Coordinator, City of Sunnyvale, Office of the City Manager, 603 All America Way, Sunnyvale, CA 94088. FAX (408) 730-7696.

Date: _____

Name of Neighborhood Group or Association: _____

Name of Proposed Project: _____

Amount Requested from the City of Sunnyvale: \$ _____
(Maximum grants amount is \$1,000)

Neighborhood Group/Association Background:

1. When was your neighborhood group or association formed and why? What are the geographic boundaries of your group? How many households are included?
2. Describe your neighborhood group's activities and the resources that support those activities. If yours is a formal association, what is the annual budget? How do you raise funds to meet the budget?

Project Description:

3. Briefly describe your proposed project. **How will it benefit the residents in your neighborhood and/or your neighborhood association?** What will the project “look like” when it is completed?
4. How did you choose this project? Describe the outreach you have done to generate awareness in your neighborhood and support for this project. How many neighbors support this project, and how did you determine that number?

Project Plan:

5. Using the chart below, list the specific activities needed to carry out your project, including an estimated date of completion for each activity. (All projects must be completed by May 31, 2007).

| Activity | Person(s) Responsible | Completion Date (mo/yr) |
|---|--------------------------|----------------------------|
| <i>Example:</i> Develop a list of items needed for emergency preparedness kits | Kate Smith | 2/07 |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |

6. Describe how your project focuses on one or more of the following areas:

- Increasing communication among neighbors
- Building bridges between cultures
- Improving the physical condition of the neighborhood
- Enhancing neighborhood pride and identity

7. How will you know the completed project has been successful?

8. What resources will your neighborhood group contribute to support the project (i.e. number of volunteer hours, donated materials if any, etc.)?

Project Team:

While you may have many community members working on this project, project team leads will be critical to the project's success.

Please note that each member of the project team will need to sign the application acknowledging their commitment to the success of this project.

Project Leader - The Project Leader serves as the primary point of contact for the grant application process. The Project Leader also has fiduciary responsibilities and is responsible for submitting a final project report to the City. The final report is due June 15, 2007.

Project Leader Name: _____

Address: _____

Phone Number: () _____ E-Mail: _____

Signature: _____

Date

Treasurer - The treasurer tracks expenses, files receipts, oversees the budget and submits a final financial report to the City. Note: The City of Sunnyvale reserves the right to audit grant award funds.

Treasurer Name: _____

Address: _____

Phone Number: () _____ E-Mail: _____

Signature: _____

Date

Other Project Team Members -- List two additional neighborhood residents who will work on this project. What will their responsibilities be? (Examples of responsibilities might include; coordinating volunteers, outreach to residents, etc.)

Name _____

Address: _____

Phone Number: () _____ E-Mail: _____

Responsibilities:

Signature: _____

Date

Name _____

Address: _____

Phone Number: () _____ E-Mail: _____

Responsibilities:

Signature: _____

Date

City of Sunnyvale
 Neighborhood Grant Program
 Project Budget Form

Please list the project's expenses using the form below. All expense-related activities listed on your application must be included in your budget form. **Note: This is a reimbursement grant and all invoices for reimbursement must be submitted within 15 days of purchase and no later than June 15, 2007.**

Project Expenses

| Activity | Estimated Costs | Actual Costs |
|--|-----------------|--------------|
| 1. | \$ | \$ |
| 2. | \$ | \$ |
| 3. | \$ | \$ |
| 4. | \$ | \$ |
| 5. | \$ | \$ |
| 6. | \$ | \$ |
| 7. | \$ | \$ |
| 8. | \$ | \$ |
| 9. | \$ | \$ |
| Total Expenses | \$ | \$ |
| Amount Requested from the City of Sunnyvale | \$ | |

Other Sources of Support

| | |
|--|-----------|
| Volunteer Hours (valued at approx. \$17/hour) | \$ |
| Donated Materials/Services (food, supplies, equipment) | \$ |
| Other Funding Received (other grants, collected dues, donations) | \$ |
| Other | \$ |
| Other | \$ |
| Total Neighborhood Association Contribution | \$ |



Thank you for completing your application for the Neighborhood Grant Program!